

6 October 1966

TO THE MASTER OF REGULATIONS:

I am sending along the 1963 draft revision of the Correspondence Handbook prepared by the Records Management Staff and the copy of my handwritten comments on it. I'm sure that this is all well out of date by now. Also enclosed is a copy of the draft manual which [REDACTED] prepared last year <sup>25X1A</sup> after she left General Carter's office. I have gone through it but not to the extent of "picking it apart." It deletes a considerable amount of the material related to correspondence.

I don't know whether you have ever seen the Correspondence Guide issued by OSI for its secretaries. It is really quite good in its presentation, i.e., easy to use. Of course it's geared only to OSI, but maybe you might get an idea from the way it is set up.

Admiral Taylor will probably come on board next Monday (10 October), and I'm sure that by the time your people are ready to discuss O-DCI requirements and preferences everything here will have been straightened out with the new DDCI.

Whistle if there is anything I can help you with--if it is not too time consuming!!

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